



Office of General Services Business Services Center

Information Announcement

April 2017 Management and Confidential (M/C) Longevity Lump Sum (LLS) Payment

May 31, 2017

The Office of the State Comptroller (OSC) recently released [Payroll Bulletin 1572](#) regarding the April 2017 M/C Longevity Lump Sum Payment. The Longevity Payment will be effective April 2017 and processed as a one-time, lump sum payment in the amount of \$1,250 or \$2,500.

The April 2017 M/C Longevity Lump Sum Payment will be processed in a separate paycheck dated June 8, 2017 (Institution), or June 14, 2017 (Administration) for all eligible employees. There is no direct deposit for this payment.

Tax Information:

The LLS payment is taxable income, will be included in the employee's taxable gross, and is subject to all employment taxes and income taxes. Federal and State tax withholding will be calculated using the Supplemental Aggregate method. New York City tax withholding will be calculated using the Supplemental Flat-rate method (4.25%).

Eligibility Criteria:

The following employees are eligible to receive the 2017-2018 Longevity Payment:

- Employees in graded positions (Grade 603-617) and NS positions (Grade 600) which are equated to a grade (Grade 603-617) are eligible for the April 2017 M/C LLS payment provided the employee:
 - Is Active, on a Leave With Pay, or on an Unpaid Military Stipend Leave in a BU06, position on 03/31/17; and
 - Has a Pay Basis Code of ANN or BIW (only if the employee is on a Paid Military Stipend Leave) on 03/31/17; and
 - Has five (5) or more years or ten (10) or more years of continuous service* at a base annual salary equal to or greater than the Job Rate of the employee's grade (based on the 03/31/16 Salary Schedule; and
 - Did not have a withholding recommendation approved by the Division of the Budget.

* Continuous service, as used in determining eligibility for the LLS payment, is paid service (including part-time annual salaried service, Paid Military Leave and Sick Leave at Half Pay), time on Workers' Compensation Leave, or Unpaid Military Leave.

Withholding Recommendation:

If the agency determines the full or partial value of the April 2017 M/C LLS payment should be withheld from an employee, the agency must request approval from the Division of the Budget as explained in Budget Bulletin D-1135.

If you have any questions regarding eligibility, please contact the BSC Payroll Unit at BSCP payrollAdmin@ogs.ny.gov or (518) 457-4272.